

Surgical Student Association at Ohio State

Student Organization Constitution

Article I, Name of Organization:

The name of this organization shall be the Surgical Student Association at Ohio State. The organization may be referred to as the Surgical Student Association. The organization is not affiliated with any local, national, or international parent organization.

Article II, Purpose Statement:

The purpose of the Surgical Student Association at Ohio State shall be to support undergraduate students interested in surgery and pre-health pathways. The organization provides academic exposure, professional development, and career exploration through meetings, workshops, shadowing information, and service opportunities. The organization promotes networking among students, alumni, faculty, and healthcare professionals and supports the educational mission of The Ohio State University.

Article III, University Regulations:

Section A. Harassment and Discrimination, including Sexual Misconduct

The Surgical Student Association at Ohio State agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.

Section B. Hazing

The Surgical Student Association at Ohio State agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members or the organization may face disciplinary action.

Section C. Bylaws

The Surgical Student Association retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in these constitutional articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities Department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

Article IV, Membership:

Section A. Membership Eligibility

Membership shall be open to any currently enrolled Ohio State University Columbus campus student interested in surgery or healthcare. Membership is voluntary and no student is excluded on the basis of any protected classification listed in Article III. At least ninety percent of voting members must be enrolled Ohio State students. Faculty, staff, alumni, and community professionals may participate as associate members and may not exceed ten percent of total membership.

Section B. Membership Selection

Individuals become members by choosing to participate in the organization. General body membership with voting rights is granted to individuals who attend at least three biweekly meetings and one organization event within an academic term. Associate membership is granted to individuals who attend at least one meeting or event or who participate as faculty, alumni, or community professionals. Membership status is verified by the Executive Board based on attendance records. Members may leave the organization at any time without penalty.

Section C. Membership Timeline

Membership is open on a rolling basis during the autumn and spring semesters. General body membership status is evaluated each academic term.

Section D. Member Removal

If a member conducts themselves in a manner deemed detrimental to the purpose of the organization or is in violation of the Ohio State Student Code of Conduct, they may be removed through a majority vote of voting members present or a unanimous vote of the Executive Board. The member is notified of concerns and given an opportunity to respond prior to removal.

Article V, Advisor:

Section A. Advisor Duties and Responsibilities

The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization. If your organization has co-advisors, you may outline their responsibilities here as well.

Primary Advisors must be able to satisfy the following requirements:

- Complete advisor training every two years
- Complete the anti-hazing training module available on BuckeyeLearn or through stophazing.osu.edu
- Submit online approval of the organization's registration every year
- Submit online approval of the organization's goals every year
- Submit online approval of any Council on Student Affairs (CSA) Operating or Programming funds requests initiated by the organization's treasurer
- Follow applicable laws, regulations, university rules, policies and guidelines

- Complete relevant reporting obligations

Office of Student Life Guidance on the Advisor Role:

- Advisors should ensure that the student organization remains controlled and directed by its student leaders in accordance with the organization's constitution
- Advisors should provide organizational continuity support such as:
 - Facilitating officer transition activities
 - Providing historical context for the organization
- Advisors should support the organization's holistic organization development by:
 - Meeting individually with and mentoring organization leaders and members
 - Mediating inter-personal conflict
- Advisors should provide guidance and support on the organization's operational needs by:
 - Attending organization meetings and events
 - Submitting requests for university email services and other technology
 - Consulting on the organization's budget
 - Assisting with interpreting university policies and processes for student organizations
 - Sharing university information with members
 - Reviewing organizational communications for professionalism
 - Assisting with the regular review of the student organization's purpose statement and governing documents to ensure they are current and appropriately reflect the organization's purpose goals and relationship with the department / unit where applicable
- Advisors are not authorized to:
 - Make statements on behalf of The Ohio State University
 - Make decisions on behalf of the student organization

Section B. Advisor Term

The advisor shall serve a one-year term with the option for reappointment.

Section C. Advisor Selection

The advisor must be a full-time faculty member or administrative or professional staff member at The Ohio State University. Candidates are identified by the Executive Board. Selection is determined by a simple majority vote of the Executive Board.

Section D. Advisor Replacement

If the advisor must be replaced, the Executive Board will identify potential candidates and vote on a replacement. Removal or replacement requires a two-thirds vote of the Executive Board after the advisor is given an opportunity to respond.

Article VI, Organization Leadership:

Section A. Officer Positions

The following positions shall comprise the Executive Board of the Surgical Student Association at Ohio State.

President:

- a) The president is responsible for scheduling and presiding over all general body meetings.
- b) The president is responsible for scheduling and presiding over all executive board meetings.
- c) The president maintains regular communication with the advisor and serves as the primary liaison.
- d) The president acts as the primary representative of the organization for external communication and partnerships.
- e) The president oversees officer selection, onboarding, and leadership transition at the end of the academic year.

Vice President:

- a) The vice president assists the president, coordinates collaborations, supports recruitment
- b) The vice president manages all outgoing communication to members including event announcements.
- c) In the event of a presidential vacancy or absence, the vice president assumes the duties of the president.

Treasurer:

- a) The treasurer presides over meetings in the absence of both the president and vice president.
- b) The treasurer manages all organizational funds and financial transactions.
- c) The treasurer maintains detailed financial records and documentation.
- d) The treasurer provides the president and executive board with a financial report each academic term.
- e) The treasurer prepares and submits a budget proposal for approval at the first executive board meeting of each term.

Secretary:

- a) The secretary records minutes for all general body and executive board meetings.
- b) The secretary manages organizational correspondence and official communications.

- c) The secretary maintains accurate membership and attendance records.
- d) The secretary assists with scheduling meetings and securing room or space reservations.

Events Chair:

- a) The events chair plans and coordinates all meetings, workshops, and organization events.
- b) The events chair oversees event logistics, including space reservations, materials, and scheduling.
- c) The events chair works with executive board members to ensure successful event execution.

Volunteering Chair:

- a) The volunteering chair identifies and organizes volunteering opportunities related to surgery, healthcare, and community service.
- b) The volunteering chair coordinates with external organizations, clinics, and hospitals to establish service opportunities.
- c) The volunteering chair promotes volunteering events and recruits members to participate.
- d) The volunteering chair tracks participation and maintains records of service activities.

Marketing and Social Chair:

- a) The marketing and social chair manages the organization's communication platforms and social media accounts.
- b) The marketing and social chair promotes meetings, events, and initiatives to the general body.
- c) The marketing and social chair creates and distributes promotional materials for the organization.
- d) The marketing and social chair documents organization activities through photos and digital content.

Section B. Officer Eligibility

Officers must be active members in good standing. The president and treasurer must be full-time enrolled students. All officers must comply with university eligibility standards.

Section C. Officer Selection Process

Officer selection occurs during the spring semester each academic year.

1. Nominations:

Active members submit nominations for officer positions during the final month of the spring semester. Members nominate themselves or another eligible member.

2. Application and Interview:
All nominees complete an officer application. The current Executive Board reviews applications and conducts interviews with candidates.
3. Election:
Following interviews, the Executive Board conducts a vote to determine officer appointments. A two thirds vote of the Executive Board selects each officer.
4. Runoff:
If two candidates receive an equal number of votes, the Executive Board conducts a runoff vote between the tied candidates until a majority decision occurs.
5. Transition:
New officers begin their term at the end of the spring semester. The outgoing Executive Board provides training and transition materials before the new term begins.

Section D. Officer Removal

An officer faces removal for failure to fulfill duties, violation of this constitution, violation of university policy, or behavior harmful to the organization.

1. Presentation of Concerns:
Concerns about an officer are presented to the Executive Board with supporting information.
2. Notification:
The officer receives written notice of the concerns and receives an opportunity to respond.
3. Review Meeting:
The Executive Board holds a meeting with the officer and the advisor present to review the concerns and hear the officer's response.
4. Vote:
After discussion, the Executive Board conducts a vote. Removal requires a two thirds vote of the remaining Executive Board members.
5. Vacancy:
If removal occurs, the Executive Board selects a replacement officer through the officer selection process described in Section C.

Article VII, Organization Dissolution:

Section A. Dissolution Requirements

The organization dissolves if one of the following conditions occurs:

1. A two thirds vote of active voting members during an official meeting called for the purpose of dissolution.
2. Loss of recognition from The Ohio State University.
3. A determination by the Executive Board and advisor that the organization no longer maintains sufficient membership or leadership to operate.

Members receive notice of the proposed dissolution meeting at least one week in advance.

Section B. Dissolution Procedures, including Assets and Debts

Upon dissolution, the President and Treasurer oversee the settlement of all organizational obligations.

1. The Treasurer conducts a full review of organizational finances.
2. All outstanding debts and financial obligations are paid using organizational funds before distribution of any remaining assets.
3. Under no circumstances will debts transfer to The Ohio State University or any university entity.
4. After all obligations are satisfied, remaining assets are distributed in accordance with university policy and guidance from the advisor.

Article VIII, Constitutional Amendments:

Section A. Amendment Process

1. Any active member proposes an amendment by submitting the proposal in writing to the Executive Board.
2. The Executive Board reviews the proposal and places the amendment on the agenda for the next general body meeting.
3. The amendment is presented and discussed during the meeting.
4. Adoption requires a two thirds vote of active voting members present.
5. Approved amendments are submitted to the Council on Student Affairs for review and approval within thirty days.